

BRIEF FOR THE POSITION OF
EXECUTIVE HEADTEACHER
ST JOSEPH'S CAMBERWELL
CATHOLIC SCHOOLS' FEDERATION



Letter from the Chair of Governors

We are seeking an exceptional and passionate Executive Headteacher who is a committed practising Catholic to lead and inspire our dedicated staff and pupils.

The children at St Joseph's are amazing, bright, hardworking and fun and they represent the wide range of diverse cultural and ethnic backgrounds in the area. This is an inclusive school with strong ties within the Catholic community. It strives to inspire every child and to ensure all children have the opportunity to grow spiritually, emotionally, intellectually and creatively to achieve their highest potential.

St Joseph's has strong links with the Catholic parish, particularly Sacred Heart. We belong to a loving, welcoming, nurturing family that lives by the word of the Gospels.

Our federated infants and junior schools have worked closely together to ensure a successful and seamless educational journey for the children. We are looking for a leader to continue this partnership to build on and improve these achievements.

The Governing Body is looking to appoint someone who is:

- A committed practising Catholic who fully supports and leads the Catholic ethos of the school within the parish;
- An inspirational leader who strives for the highest goals and can demonstrate a track record of successfully raising educational standards;
- A creative leader who will build and improve on the school's achievements within a safe and loving community;
- Committed to continue to strengthen the partnership between the two federated schools.

Visits to the school are warmly encouraged. To arrange a visit please contact the office on **020 7703 3455** or email **admin@stjosephs.southwark.sch.uk**

Closing Date: Noon Friday 22nd November 2019

Shortlisting: Tuesday 26th November 2019

Interviews: 9th and 10th December 2019

We look forward to hearing from you.

Patsy Winters

Chair of Governors

St Joseph's Camberwell Catholic Schools' Federation

London SE5 0TS

Our school is committed to safeguarding the welfare, wellbeing and safety of all our children. If successful you will need to apply for an enhanced DBS check.



Job Description

Both the infants and junior schools have been designated by the Secretary of State as schools with a religious character. The Instrument of Government states that they are part of the Catholic Church and are to be conducted as Catholic schools in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Archdiocese of Southwark. At all times the schools are to serve as witness to the Catholic Faith in Our Lord Jesus Christ.

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. It is subject to the current conditions of service for headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation

This job description is based on the key areas identified in the National Standards for Headship published by the Department for Education and Skills (October 2004).

The Core Purpose of the Executive Headteacher

The core purpose of the Executive Headteacher is to provide professional leadership and management of the schools. This will promote a secure foundation from which to achieve high standards in all areas of the schools' work. To gain this success the Executive Headteacher must establish high quality education by effectively managing teaching and learning to realise the potential of all pupils. The Executive Headteacher must establish a culture that promotes excellence, equality and high expectations of all pupils. This will include ensuring that religious education is in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church.

The key role of the Executive Head teacher is to develop, share and communicate the Catholic Vision for the schools in partnership with all members of both schools' communities. The Vision will be founded on the Gospel of Jesus Christ and the teaching of the Catholic Church, and will inform and direct the aspirations of all.

The Executive Headteacher is the leading professional in the schools. Accountable to the Governing Body, the Executive Headteacher provides vision, leadership and direction for the schools and ensures that they are managed and organised to meet their aims and targets. The Executive Headteacher, working with others, is responsible for evaluating the schools' performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the schools' aims and objectives. They will continue to strengthen the partnership between the federated infants and junior schools to ensure there is a successful seamless journey for the children when moving from the infants to the junior school.

The Executive Headteacher, working with and through others, secures the commitment of the wider community to the schools by developing and maintaining effective partnerships with, for example, schools, other services and agencies for children, parishes, the Archdiocese, the Local Authority, higher education institution. Through such partnerships and other activities, The Executive Headteacher plays a key role in contributing to the development of the education system as a whole and collaborates with others to raise standards locally.

Drawing on the support provided by members of the schools' communities, the Executive Headteacher is responsible for creating a productive learning environment which is engaging and fulfilling for all pupils.

The Six Key Areas of Headship

1. SHAPING THE FUTURE

The strategic direction and development of the school stem from the educational mission of the Church. The Executive Headteacher will ensure that their leadership demonstrates commitment to promoting and developing the school's distinctive Catholic identity through the search for excellence in all areas of this work.

Critical to the role of headship is working with the governing body and others to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community. This vision should express core educational values and moral purpose and be inclusive of stakeholders' values and beliefs.

The Executive Headteacher will

- Recognise the authority of the Bishop in relation to the provision of education in the Diocese and work within the schools' and parishes communities to create and promote an educational vision and values for the schools' which take account of the schools' Catholic mission and of the diversity, values and experiences of the schools and the community they serve.
- Work in partnership with the Governing Body to initiate and develop the vision for the schools and ensure this is clearly articulated, shared, understood and acted upon effectively by all.
- Drive the strategies for change throughout the schools' communities to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- Demonstrate and act as an advocate to promote the vision and values in everyday work and practice.
- Lead, motivate and develop all stakeholders to create a shared culture and positive climate.
- Encourage creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Direct and implement the strategic planning that takes account of the diversity, values and experience of the schools and the community at large.

2. LEADING LEARNING AND TEACHING

In a Catholic school the Executive Headteacher leads a learning community rooted in Christian belief and principles. The search for excellence is given expression in learning and teaching which recognise pupils' individual worth as made in the image and likeness of God. The Executive Headteacher will lead the school community in promoting positive attitudes to learning amongst pupils and staff which stem from Christ's vision for humanity.

The Executive Headteacher has central responsibility for raising the quality of teaching and learning and for pupils' achievement. This implies setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. A successful learning culture will enable pupils to become effective, enthusiastic, independent learners, committed to life-long learning.

The Executive Headteacher will

- Ensure a consistent and continuous federation-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- Promote and foster learning ensuring that it is at the centre of strategic planning and resource management.
- Maintain and develop high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church.
- Maintain and develop quality provision for pupils' spiritual, moral, social and cultural education in line with the distinctive Catholic nature, purpose and aims of the schools'.
- Maintain and develop the arrangements for the daily Act of Collective Worship and the spiritual life of the schools'.
- Promote and foster the diocesan policy for Religious Education and ensure it is fulfilled.
- Maintain and develop creative, responsive and effective approaches to learning and teaching.
- Promote and foster a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Demonstrate and articulate high expectations and set stretching targets for both schools'.
- Direct and implement strategies which secure high standards of behaviour and attendance.
- Initiate and implement a diverse, flexible curriculum and implement an effective assessment framework across both schools'.
- Take the strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Challenge underperformance at all levels and ensure effective corrective action and follow-up.

3. DEVELOPING SELF AND WORKING WITH OTHERS

In a Catholic school the role of the Executive Headteacher is one of leadership of a learning community rooted in faith. The Executive Headteacher's leadership should take Christ as its inspiration. The Executive Headteacher's work with staff should demonstrate an awareness of their unique contribution as individuals, valued and loved by God.

An effective Executive Headteacher manages themselves and their relationships well. Headship is about building a professional learning community which enables others to achieve. Through performance management and effective continuing professional development practice, the Executive Headteacher supports all staff to achieve high standards. To equip themselves with the capacity to deal with the complexity of the role and the range of leadership skills and actions required of them, the Executive Headteacher should be committed to their own continuing professional development.

The Executive Headteacher will

- Treat people fairly, equitably, with dignity and respect to create and maintain a positive school culture consistent with the Catholic ethos of the schools and their mission.
- Promote, foster and sustain a collaborative learning culture within the schools and actively engage with other schools especially other Catholic institutions to build effective learning communities.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review in the context of the Catholic school.
- Instigate and reinforce effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Lead, develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- Undertake regular self evaluation of own practice, set personal targets and take responsibility for own personal development.
- Manage own workload and that of others to allow an appropriate work/life balance.

4. MANAGING THE ORGANISATION

In the Catholic school all deployment of staff, finance, material resources, time and energy should promote the common good of the community in accordance with the school Mission Statement of each school.

The Executive Headteacher needs to provide effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation. The Executive Headteacher should ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment. These management responsibilities imply the re-examination of the roles and responsibilities of those adults working in the school to build capacity across the workforce and ensure resources are deployed to achieve value for money. The Executive Headteacher should also seek to build successful organisations through effective collaborations with others.

The Executive Headteacher will

- Develop and embed an organisational structure which reflects the schools' Catholic values, and enables the management systems, structures and processes to work effectively and legally.
- Develop and implement clear, evidence-based improvement plans and policies for the development of the schools and their facilities.
- Establish and drive compliance to ensure that policies and practices take account of national and local circumstances, policies and initiatives and of Diocesan priorities.
- Lead, direct and control the schools' financial and human resources effectively and efficiently to achieve the schools' educational goals and priorities.
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of each school.
- Drive and implement successful performance management processes with all staff.
- Challenge inappropriate staff behaviour and deal effectively with staffing issues, including those relating to conduct, competence and attendance.
- Act as a leadership role model by organising the schools' environment efficiently and effectively to ensure that it reflects the distinctive characteristics of Catholic education and meets the needs of the curriculum and health and safety regulations.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- Identify and develop a range of technologies which effectively and efficiently promote positive outcomes for the schools'.

5. SECURING ACCOUNTABILITY

In the Catholic school the Executive Headteacher fulfils their responsibilities in accordance with the Instrument of Government. The Executive Headteacher supports the governing body in fulfilling its responsibilities to the Diocese under Canon Law as well as in accordance with national legislation.

The Executive Headteacher is accountable to a wide range of groups, particularly pupils, parents, carers, governors, parish, diocese and the LA. The Executive Headteacher is accountable for ensuring that pupils enjoy and benefit from a high quality education, for promoting collective responsibility within the whole school community and for contributing to the education service more widely. The Executive Headteacher is legally and contractually accountable to the governing body for the school, its environment, the fulfilment of its Catholic mission and all its work.

The Executive Headteacher will

- Fulfil commitments arising from contractual accountability to the governing body.
- Develop and promote a Catholic school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Work in partnership with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities and secure the distinctive Catholic character of the school.
- Control and evaluate the performance of the schools and their achievements as Catholic schools.
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
- Reflect and self evaluate on personal contribution to school achievements and take account of feedback from others.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to headteachers.

6. STRENGTHENING COMMUNITY

In a Catholic school the Executive Headteacher is responsible for the mission of the school to the local and wider Catholic community and beyond. The Executive Headteacher will collaborate with parishes and other Catholic organisations as well as with the wider educational community for the benefit of the school community and others. The Executive Headteacher will demonstrate a belief that community and school are interdependent and that engagement with the community promotes school development.

The Executive Headteacher should commit to engaging with the internal and external school community to secure equity and entitlement. The Executive Headteacher should collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools. The Executive Headteacher should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children. The Executive Headteacher shares responsibility for leadership of the wider educational system and should be aware that school improvement and community development are interdependent.

The Executive Headteacher will

- Promote, foster and sustain a school culture and curriculum based on Gospel values, the teaching of Jesus Christ and the Catholic Church, which take account of the richness and diversity of the schools' communities.
- Develop and embed positive strategies for challenging prejudice and dealing with harassment.
- Maintain and develop learning experiences for pupils which are linked into and integrated with the wider community and promote commitment to serving the common good.
- Ensure a range of community-based learning experiences.
- Promote partnership working with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Promote, foster and maintain an effective partnership with parents and carers as the prime educators to support and improve pupils' achievement and personal development.
- Promote opportunities to invite parents and carers, the parish community, businesses or other organisations into the schools to enhance and enrich the schools as faith communities and their value to the wider community.
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Act as an advocate through cooperation with relevant agencies to ensure the health, safety and wellbeing of all children and young people.

The applicant will be required to safeguard and promote the welfare of children and young people.



Person Specification

The Governors wish to appoint an inspirational and highly principled individual who will have the following strongly held beliefs and attributes, which are essential and desirable to the role:

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
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A. Catholicity

1.	A committed and practicing Catholic and an active participant in parish or Catholic community life.	
2.	A secure understanding of the distinctive nature of the Catholic school.	
3.	A personal vision for a Catholic school and the ability to share and enact that vision with all those who make up the school and wider community.	
4.	The ability to strengthen faith commitment and worship in the school community and lead, by example, the faith journey in Christ.	

A. Qualifications

5.	Degree-level qualification, or equivalent and QTS.	28. NPQH accreditation.
6.	Evidence of recent and relevant continuing professional development in school leadership/management.	29. Catholic Certificate in Religious Studies, or equivalent.
7.	Up-to-date safer recruitment and safeguarding training.	

B. Experience

8.	Successful experience in a senior leadership role in a primary school, with a proven track-record of continuous improvement and of implementing strategies that raise the personal and academic success of pupils and which nurture their spiritual well-being.	30. Experience as a headteacher.
9.	Extensive experience of working in primary education.	31. Experience of all primary school key stages including the EYFS.
10.	Knowledge and experience of successful financial/resource management, including effective deployment of pupil premium funding.	
11.	Experience of developing and strengthening the home-school partnership and securing the active participation of families in pupils' learning	
12.	Experience of managing change, encouraging innovation and meeting challenges successfully.	
13.	Evidence of successful leadership of teaching which has improved pupil outcomes and secured high quality provision.	

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
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C. Knowledge & Skills

14.	Outstanding classroom practitioner with a deep understanding of high-quality teaching and learning and to how motivate children to achieve their full potential.	
15.	In-depth knowledge and understanding of current educational priorities and Ofsted expectations and how they apply to the primary school.	32. Experience of preparing and leading a school through an Ofsted inspection at a senior level.
16.	Ability to foster and maintain successful working relationships with all stakeholders, involving them in the Federation's development and in translating vision into practice.	
17.	Ability to build, motivate and lead effective teams, and respect contributions and feed back in order to secure the best possible outcomes for pupils.	
18.	Ability to interpret, analyse and use a wide range of data and information effectively to drive school improvement.	
19.	Ability to develop and implement a creative and relevant curriculum that engages and excites pupils extends and enriches their experience and which leads to excellent progress and outcomes.	
20.	A good understanding of legal issues relating to managing a school including safeguarding, inclusion and equalities policies and their implementation.	
21.	An understanding of how to most effectively support vulnerable children and those with special educational needs.	
22.	Commitment and ability to promote the health, safety and welfare of all pupils and staff in the school.	

D. Personal Qualities

23.	Enthusiasm and love of learning that enables you to lead the school with drive and passion.	
24.	Excellent communication, listening and negotiating skills for a range of purposes and audiences.	
25.	Emotional resilience, stamina and flexibility when dealing with challenging issues and circumstances.	
26.	High expectations of self and others.	
27.	The ability to lead and manage with flair, tenacity and an ability to take all eventualities in their stride.	

